



Lincoln County
Local Emergency Planning Committee
Meeting Minutes
October 8, 2025, 9am

Bigelow Laboratory for Ocean Sciences (60 Bigelow Dr, East Boothbay) and via [Teams](#)

Welcome and Introductions

Stuart Blanchard
Scott Solozano
Kevin Sutherland
Julie Casson
Adam Smart
John Oakes (online)
Pat Voit
Rose Mooney
Emily Huber
Emma McKearney
Frank DeMers

Minutes

- a) **July 9, 2025:** *Julie made a motion to accept the minutes of the July 9, 2025, meeting as written. Motion was seconded by Kevin. Motion passed.*

Clerk's Report

- a) **LEPC Working Group:** The Work Group has completed the 2025-2026 Work Plan which has been submitted to the SERC. Frank thanks the members of the Work Group for their assistance with this project. Currently, the Work Group is updating and revising the County Emergency Response Plan. A draft of this should be available mid-November. The Work Group will also be addressing the Lincoln County LEPC Bylaws. The next Work Group meeting will be 11/4 at 1p at the Lincoln County EOC (32 High St, Wiscasset). Thanks to the Work Group, and LEPC, for all the work that's been completed in a short period of time.
- b) **SERC Presentation:** Frank will be doing a presentation to the SERC at their upcoming meeting on 10/14 about the Lincoln County LEPC. This information

will include membership, recruitment, and retention, current work of the LEPC, any notable incidents, and the demographics of Lincoln County.

- c) **Tier 2 Reports:** Frank continues to work on gathering Tier 2 reports that have not been received by Lincoln County for 2025. The State reports that there are 72 Tier 2 facilities in Lincoln County with 50 of them having provided their Tier 2 report to EMA. Frank is working to increase this occurrence during 2026 and set up workshops and programming for Tier 2 reporting and facilities. Additionally, he has been on several site visits and reviewed their Emergency Action Plans.

Treasurer's Report

- a) **2025-2026 (anticipated allocation) Current Balance: \$11,095.84**

- a. **Operating: \$5,443.06** – EMA is planning on using this budget line for Frank's LEPC work compensation which has been identified as 5 hours per week for LEPC-related things.

- b. **Training: \$4,652.78**

- b) **2024-2025 Ending Balance: \$10,085.53**

- a. **Operating: \$5,311.69**

- b. **Training: \$4,773.84** – due to limited participation for the Energy Systems training, the LEPC was unable to receive reimbursement for this course, and it has been taken out of the EMA budget. In order to receive reimbursement from the SERC, there must be 8 attendees.

EMA Report

- a) Updates

- a. We have received new 2025-2026 LEPC stipends from the SERC which are listed above. This will be finalized at the 10/14 SERC meeting. We have received additional guidance from the SERC regarding the minimum number of registrants to have LEPC trainings reimbursed by the SERC, which is a minimum of 8 attendees. Because of this, the Energy Systems training was not eligible for reimbursement. We are looking for additional registrants for the BHO training on 10/26 at the ATEC Building of Lincoln Academy (81 Academy Hill, Newcastle) from 8a-noon.

- b. Lincoln County EMA has not accepted any federal grants due to the terms and conditions.

- c. There are no recent incidents to report on.

- d. EMA and Planning have been working diligently on the Lincoln County Hazard Mitigation Plan Update.

Presentation

- a) Bigelow Labs

Discussion

a) Incident Updates/Regional News

- a. **Waldoboro School:** Recently a gas tank fell off a truck in the school parking lot, and the school asked them to move across the street. DEP responded. The vehicle moving made clean up a little more involved, but it was a manageable clean up and without incident.
- b. **Maine DEP:** Maine DEP has ongoing concerns regarding an increase of abandoned boats where the conditions and hazardous contents are unknown. This summer, Maine DEP was able to work with the Coastal Guard to remove an abandoned boat in Owl's Head that was shown to pose a significant threat.
- c. **CMP:** While hurricane season is winding down, winds will continue to be a significant hazard during storms. Keep an eye on storm systems from the north and west as these storms will continue to impact Maine. CMP has upgraded a lot of their infrastructure with insulated line helping with trees on lines, but lines may be live if on the ground because they're difficult to trip. No wire is safe to touch, ever.

New Business

- a) **Vote to Elect Chairperson:** Julie nominated Kevin as LEPC President. Kevin accepted the nomination. *Kevin motioned to be elected as LEPC President. Motion was seconded by Stuart. Motion passed.*

Old Business

- a) **LC LEPC Work Plan – Review and Adopt:** The Work Plan was provided to the LEPC in the agenda packet and was available as a hard copy during the meeting. Frank and Kevin discussed the review and update process completed by the Work Group. The Work Plan was sent to the LEPC for an electronic approval pending a formal vote during this meeting due to due date constraints to the SERC. *Kevin motion to accept the Work Plan as written. Motion was seconded by Julie. Motion passed, one abstention.*
- b) **Membership:** Applications for Lincoln County LEPC membership received from: Emily Huber, Emma McKearney, Frank DeMers, Pat Voit (CMP), and Chris Solorzaro (LCSO). SERC has encouraged EMA staff to become formal members. *Julie made a motion to accept all membership applications for SERC approval at their next meeting on 10/14. Motion seconded by Kevin. Motion passed.*

Upcoming Meeting Information

January 14, 2026, at the Boothbay Harbor YMCA (261 Townsend Ave, Boothbay Harbor)

Adjournment

Meeting was adjourned at 10am.

Lincoln County Local Emergency Planning Committee

FY 2025-2026 Work Plan - Budget

Introduction:

The Local Emergency Planning Committee is a federally mandated organization composed of state and local officials, business representatives, emergency responders and interested representatives from the local community.

Overall Goals of the Local Emergency Planning Committee (LEPC):

1. Ensure any facilities that could present a potential hazard to the surrounding community from chemicals used, stored, or transported by these facilities are completing the required reports. (Tier II reports, Extremely Hazardous Substances (EHS) Facilities)
2. Provide information to the public regarding chemical hazards that are present in the community.
3. Work to reduce / mitigate, respond to, and recover from any incidents involving a chemical release or spill.
4. Work with facilities to improve their chemical hazards incident preparedness planning, response planning, and response procedures.
5. Work to improve, maintain, and implement county level Emergency Response planning.
6. Work to increase engagement with Tier II reporting facilities, and foster growth of the LEPC.
7. Provide training and education opportunities for: First Responders, Tier II reporters, and the public.

Work Plan Activities 2025-2026

Planned Activity	Benchmark	Priority
Obtain Emergency Response Plans for EHS Tier II facilities.	Have on file at least 10 of these specific plans.	1
Schedule assessment of facility Emergency Response Plans.	Conduct assessment of 3 - 5 facility Emergency Response Plans.	2
Build one on one relationships with Tier II facilities in Lincoln County.	Engage/meet with representatives from at least 10 Tier II facilities.	3
Plan for and Provide training and exercise opportunities.	Host one or more training programs and conduct at least 1 exercise.	4
Increase membership of the voting members of the LEPC.	There are 14 voting member seats with 9 filled. Work to fill the remaining 5 seats.	5
Consider some amendments to the LEPC by-laws.	Update/amend the by-laws to add remote voting.	6

Annual and Legal Requirements

1. Annual notification, and when changed, name of Chairperson.

Notification shall be made to MEMA / SERC Technological Hazards Program Manager through minutes of the meetings sent quarterly with the LEPC reports. Positions are held for two years, with the Chairperson and Vice-Chairperson alternating election years. The current position of Chairman is open and will be appointed at the next LN LEPC meeting. The LN EMA Director is currently acting as Chair until such time as a new chair is appointed.

2. File an updated membership list to the SERC annually by October 15.

The LEPC Clerk will submit an updated membership list.

3. Potential new members applying for an appointment to the LEPC will need to complete and submit the required application to the SERC.

The application is available from LNEMA.

4. Develop and submit an annual meeting calendar and submit copies of the meeting minutes to the SERC on a timely basis.

Meetings are scheduled quarterly on the second Wednesday of the month beginning in January for a total of four (4) meetings in the calendar year. Our goal is to hold the meetings at facilities that are required to file a Tier-II report.

5. Shall submit quarterly financial reports accounting for all monies received from SERC by the LEPC using acceptable Expenditure Reporting Forms and any other required reports on a timely basis. *It is understood that distribution of additional funds is conditional on the receipt of required reports.*

This will be the responsibility of the Deputy Director of Lincoln County EMA.

6. Maintain and update the Lincoln County Emergency Response Plan which meets the planning requirements of NRT 1-X. Review the plan annually and provide a notice of completed review to the SERC annually

The plan will be developed by LEPC and review shall be completed by LEPC Clerk.

7. Inform and encourage all facilities with EHSs above Threshold Planning Quantities (TPQ) to develop and submit a Facility Emergency Response Plan in coordination with local public safety organizations.

This shall be completed by the LEPC Clerk.

8. Conduct an annual assessment of reporting facilities, hazardous materials response capability and include that information in the Lincoln County Emergency Response Plan. Attempt to improve response capability whenever possible.

This shall be completed by LEPC Clerk.

9. Have a designated coordinator to receive release notifications and activate the Emergency Response Plan.

This will be the responsibility of the Lincoln County EMA Director.

10. Provide notice in local newspaper(s) annually of the availability of information collected and include a reminder that meetings of the LEPC are open to the public. Notice of meetings will be announced and/or prominently posted on a public bulletin board in advance of all meetings consistent with the State of Maine's Freedom of Access law.

This will be completed by LEPC Clerk.

11. Designates a Coordinator of Information and provides notice to the SERC who that person is and has procedures for providing information in response to requests from the public within the 45 day time limit prescribed by law.

The Coordinator for Lincoln County LEPC is the Clerk.

12. Develop an exercise schedule and exercise the plan on an annual basis. These exercises will be progressive in nature and may include tabletop, functional and full-scale type exercises. Notification to the SERC will be provided 30 days prior to the scheduled exercise if looking for credit as annual LEPC exercise. Additionally, a critique should follow and both copies of the exercise report and critique will be submitted to the SERC.

Information regarding exercises shall be submitted through completed meeting minutes. Any exercises beyond in-meeting training will also be reported to MEMA's Exercise Officer.

13. Incorporate Computer Aided Management of Emergency Operations (CAMEO) as the Computerized Data Management System to manage their hazardous materials/TIER 2 reports.

This is the responsibility of the LEPC Clerk.

14. Provide a bi-annual presentation to the SERC relating to LEPC activities. Presentations shall be done in person by the LEPC Chairman or Designee. The SERC shall assign presentation dates for each LEPC.

LEPC Chairman, and /or LEPC Clerk shall present as scheduled.

Timeline of Activities to meet Benchmarks

Activity	O	N	D	J	F	M	A	M	J	J	A	S
Obtain Emergency Response Plans for EHS facilities.												
Build one on one relationships with Tier II facilities.												
Schedule assessment of facility ERP's.												
Plan for and Provide training and exercises.												
Increase membership of the voting members of the LEPC.												
Consider some amendments to the LEPC by-laws.												

Lincoln County LEPC Budget

FY 2025

	Budget Amount:	Total:
Operating	\$5,443.06	\$5,443.06
Training	\$4,652.78	\$4,652.78
		\$11,095.84

Definitions and Abbreviations

EHS: Extremely Hazardous Substances - The EHS list was first compiled by EPA, and subsequently incorporated into EPCRA, to identify chemicals that could cause serious irreversible health effects from accidental releases. EHSs are listed in 40 CFR Part 355.

EPCRA: Emergency Planning and Community Right -to Know Act - Federal legislation requiring states to conduct emergency planning for hazardous materials response and to provide information to the public regarding hazardous chemicals, present in their communities

ERP: Emergency Response Plans - Facility and county level plans that provide information and establish response procedures for handling emergencies involving hazardous materials

LEPC: Local Emergency Planning Commission - Local community organization that:

- Receives chemical inventory information from facilities
- Developing a response plan
- Identifies training needs
- Sponsors exercises
- Educates the public about chemical hazards in the community

LNEMA - Lincoln County Emergency Management Agency

MEMA - Maine Emergency Management Agency

SERC - State Emergency Response Commission - Maine state commission charged with the management of hazardous materials reporting, regulatory compliance and response activities

Tier II Reports: Reporting of hazardous chemicals stored, used or processed by facilities. Reporting is required by facilities that have EHS chemicals on site. Reporting of other chemicals may also be required under state or U.S. Environmental Protection Agency Regulations.

TPQ - Threshold Planning Quantity - The minimum quantity of an extremely hazardous substance for which a facility owner or operator must participate in emergency planning, as defined by the EPA pursuant to EPCRA Section 302.

Voting Member: Current by-laws require fourteen (14) members drawn from a broad cross section of the public to represent the interests of the community. Voting members must apply to and be approved by the SERC.